Quick guide

How to search in the library catalog?

1. Search "sencilla" in the catalog

-It allows you to search in a unique concept that will locate all documents in the library. In the example below we search the library first; then the search term and, finally, click on "buscar" (search).











Quick guide

How to search In the library

Catalog?

- Once found, it reports the document type, where it is and its signature, if avaiable.

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Sevilla-Biblioteca Pública Provincial Sucursal

BP de
Sevilla

Código de barras

1005548377 Préstamo

Localización

Prestable Libros

ejemplar

Signatura
PR N CAT

Volumen

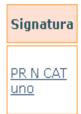
Signatura suplementaria

Prestado hasta 23/09/2013

Disponibilidad

2. What is the signature?

- Its a code made up of numbers and letters or letters only identifying each document (book, CD, DVD...) and allows its management. It is printed on a label attached to the document, called "Tejuelo".
- The system used is the CDU (Clasificación Decimal Universal), according to which each subject corresponds to a number or letter.
- The signature of the CDU number is formed of the subject of the book and the first three letters of the author or title.



One example / Author Willa Cather

- Books are arranged on the shelves by the number and in the case of equal numbers, alphabetically by letters.
- Remember when you take a document from the shelves: You must ensure that the signature that appears in the catalog is from the right library. You need to check that the document is aviable. Make sure that you have noted the signature right.
- If you can not find the document...

You can always obtain help from the library staff.







